



## Environmental Laboratory Advisory Committee (ELAC) Final Meeting Minutes: January 13, 2005

*Editorial Note: Information communicated in these minutes is not to be used as official New Jersey Department of Environmental Protection policy or as an official Department notification. Contact NJDEP officials directly for official information regarding matters communicated in these minutes.*

### **Administrative Business**

Chair Harvey Klein (GSL) called the meeting to order at 9:45 AM. Laura Vancho (NJ American Water) suggested changing a phrase in the PWTa section of the minutes and a motion was made to accept the minutes and Laura Vancho seconded the motion. Harvey Klein (GSL) wants to express the committee's appreciation to Phil Worby (QCLabs) for his two years of service as chair of the ELAC committee.

### **Subcommittee Reports**

**Laboratory Certification Program:** Rachel Werner (NJDEP-OQA) announced that the laboratory certification renewal packets are ready and should be sent out by the middle of March. Dave Speis (Accutest) asked if the PT contract would be ready in January 2005. Ms. Werner stated she could not comment on the contract at this time.

**PT program:** Rachel Werner (NJDEP-OQA) informed the committee that the DW-PT samples should have shipped out yesterday. Labs should notify Ms. Werner by the end of next week if they have not received their samples. ERA will be shipping their samples and all samples from both vendors should be received by Friday, January 21, 2005. If you have problems with the shipment such as broken vials you should notify Rachel Werner in writing. If you have a lab accident or need more volume you need to contact the provider.

Ms. Werner indicated that the AEO letters from 2004 DW-PT's should be sent out soon. These letters will provide laboratories an opportunity to explain their second failure before enforcement is notified. Ms. Werner has received the results from the SHW study from October. Labs should review the provider information for complete results and notify Ms. Werner if any results are missing. At the end of January letters will be sent to labs that failed the makeup SHW study and those labs will have 30 days to respond and explain the failure. Suspension letters will be sent out after that time period.

Ms. Werner reported that the invoices for the April 2005 study will be sent out late because of contract negotiations. Government entities such as MUA's will be able to submit purchase order numbers to Ms. Werner to initiate PT sample orders. Ms. Werner reminded the committee that contract prices will increase. Anyone wishing to view the contract must go to Treasury to read it or pay for the contract to be sent to them. Contract information can be obtained from [George.I.Davis@dep.state.nj.us](mailto:George.I.Davis@dep.state.nj.us).

The WP study from APG closes tomorrow at 11:59 PM. No results will be accepted after that time. Ms. Werner recommends that labs print out the confirmation page that is available with every electronic submission to a vendor. There is a time/date stamp on the information and

you can utilize this as a defense of timely submission of results in cases where there are submission problems. The ERA study closes on January 20, 2005. Suspension letters should be sent out by the end of February for any labs that fail the study.

**NELAC/INELA Update:** Rachel Werner (NJDEP-OQA) handed out an agenda for the NELAC / INELA meetings during the conference "Forum on Laboratory Accreditation" scheduled from January 29<sup>th</sup> through February 4, 2005. She also noted that the INELA website has a schedule of events. Dave Speis (Accutest) stated that INELA will be unable to submit a standard to NELAC for their review at this conference because of a bench copyright issue that must be resolved.

Phil Worby (QCLabs) asked if the new parameters that will be on the FoPT list effective on July 1, 2005 will require passing 2 of 3 attempts prior to the effective date for a laboratory to be accredited. Ms. Werner said that was correct.

**NJQL's:** Peter Boughton (NJDEP-OQA) read a statement from Dr. Mike Miller (NJDEP-OQA) concerning the NJQL database. He communicated that testing for the NJQL software has started and will last about 3 weeks. Testing will be performed on all actions needed to submit MDL data to OQA. Testing includes filling out forms on line, transferring Excel spreadsheets and testing error limits on each field. The beta test labs will be notified when the system is ready for lab testing. Dave Speis (Accutest) noted some concerns he has with the database when his lab and others piloted the input process in December 2004. He is concerned that the database restricts input to spike amounts at the low calibration standard or at a lower level. . He stated that the input process also restricted input to data that was within a 3x -5x factor of the spike amount. He stated concerns that data was restricted upon input and suggested that data be allowed to be entered and then a qualification level be applied. Harvey Klein (GSL) suggested that a subcommittee be formed from representatives of all types of labs because all labs will be affected. Dave Speis, Harvey Klein, Tom Cady (Veritech) and Phil Worby(QC Labs) volunteered to participate on the subcommittee.

**Bioassay:** No report

**By-Laws:** No report

**Sludge (Biosolids):** No report.

**Communications and OQA Website:** Harvey Klein (GSL) has sent a request to Betty Jane Burros-Russo (NJDEP-OQA) to have the date errors corrected on the ELAC meeting section of the OQA website. Dave Speis (Accutest) asked if there was a current list of certified labs by parameter that could be accessed on the web. During the meeting it was determined that the certified lab link from the OQA website will give users access to the DEP Data Miner website where a list of certified labs could be searched by parameter. Harvey Klein (GSL) informed the committee of the excellent article written by Tom Greci (ECM) on the history of Standard Methods that was published in a recent NJWEA Effluents magazine.

## **Old Business**

**Bureau of Safe Drinking Water:** Linda Bonnette (NJDEP-BSDW) announced that the testing of E2 (electronic deliverables) has begun. The database could be piloted by labs as early as February 2005.

**PWTA:** Harvey Klein (GSL) asked about the status of the PWTA guidelines proposed by Barker Hamill during the December 2004 ELAC meeting. Linda Bonnette stated that the bureau is in transition as a new bureau chief will need to be selected and other positions will be changed with that movement. Harvey Klein made mention of bill S1009 proposed by the NJ Senate that includes rules that wells be tested every five years. This bill would also amend the PWTA rules to change the testing point to the point of consumption, drop certain parameters and includes a fine for non-submission. Phil Worby (QCLabs) noted that this bill has been under consideration for some time.

## **New Business**

**Site Remediation CD Rom Deliverables:** Steve Mayberry from the Bureau of Northern Case management (NJDEP-BNNCM) introduced himself, Andy Dillman (NJDEP-SRA) and Frank Camera (NJDEP-SRP-BEERA) to the committee. Mr. Mayberry requested to speak at the ELAC meeting on the submission of Reduced Laboratory Data Deliverables on a CD-Rom in PDF format for Site Remediation projects. An attachment with the suggested outline for submission was sent to the ELAC mailing list and was available at the ELAC meeting.

Andy Dillman, a case manager for Site Remediation projects, stated that the present process of review for reduced laboratory deliverables includes a large amount of physical handling. Some submissions are currently being submitted on CD-ROMs. The bureau is requiring that these reduced lab deliverables that are submitted on CD-ROMs be submitted in a pdf file format and that a list of required items be bookmarked. Some quality assurance documents will still be required in hard copy. Harvey Klein (GSL) suggested that an electronic signature be added. Dave Speis (Accutest) suggested that flexibility in the outline be allowed. He suggested that indexing with bookmarks should make the review process easy without making labs change their internal processes. He stated that you will need the full version of Adobe Acrobat in order to add bookmarks. Harvey Klein commented on the CD-ROM handout that trip blanks are not collected for metals and chemistries and are only collected with samples for volatiles.

Tom Cady (Veritech) asked if the soil cleanup standards were promulgated. Andy Dillman stated they have not started using the new standards.

Anyone with suggestions, comments, and questions on CD-Rom deliverables for site remediation projects are asked to contact Andy Dillman by email at [andy.dillman@dep.state.nj.us](mailto:andy.dillman@dep.state.nj.us).

**Announcements:** Harvey Klein (GSL) informed the committee about the NJDEP news release of January 6, 2005 announcing the state is undertaking an 18-month project to evaluate water supply infrastructure throughout the state. Mr. Klein also mentioned the information contained in a recent NJBIA newsletter about internal DEP training. This training

is usually made available to members of interested laboratories. Labs should contact Brian Sogorka (NJDEP-SRWM) for more information on this training.

There were not any other new issues. The meeting adjourned at 11:10 AM.

The next meeting is scheduled for 9:30AM on February 10, 2005 – 4th Floor Conference Room.

Note: All visitors must show one form of identification with a photo, or two non-photo IDs, when signing in at a DEP building. This will be performed at all DEP main lobbies in the Trenton complex (401, 501, 440 and 428).

All visitors should be prepared to verify their identification.